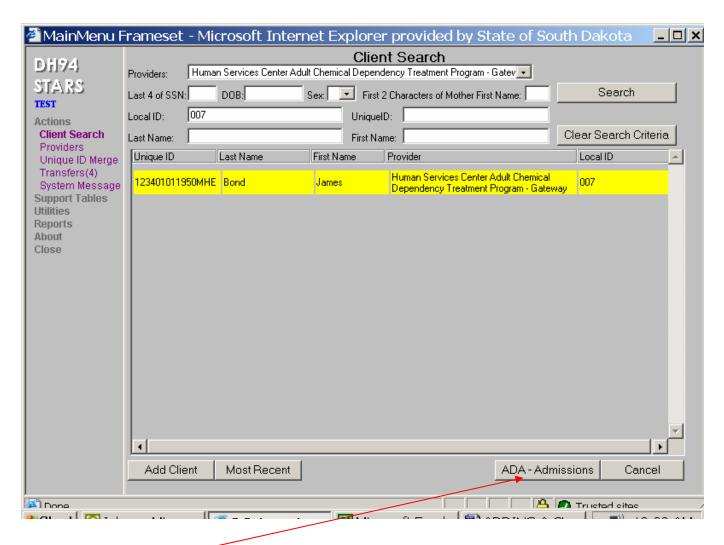
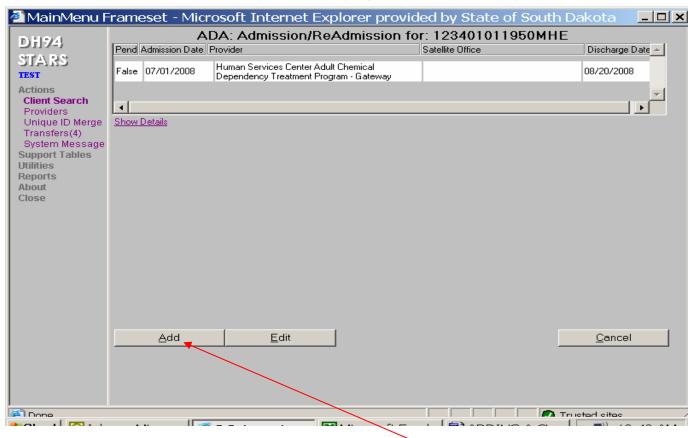
ADDING A CLIENT WITH REPEAT ADMISSION



1. **First**, search for the client on the "Client Search Screen, highlight the record and click on the "ADA Admissions" tab located on the bottom of the screen.

ADA – Admission/Re-Admission



The above screen will open and will reveal all previous admission records for that selected client.

2. <u>To add a new admission record for a client with a previous admission</u>, click on the "Add" tab and the "Client Information Screen" will open up with the client's previous information being listed. Make any changes and save the record. Then proceed to click on the "ADA" tab located on the top menu bar. This will open up the "ADA Adm Info" screen and once again the information from the previous admission will be listed on the screen, however it will be placed in the "Pending" mode. This will permit any changes to take place and once the record has been updated, click on the "Save" tab located on the bottom menu to save the record for the new admission record.